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Job details

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All applicants for this job announcement are required to complete and attach the Supplemental Questionnaire to their standard employment application.

Bulletin Number

38283BR

Type of Recruitment

Interdepartmental Promotional Opportunity

Department

Human Resources Countywide Exams

Position Title

ADMINISTRATIVE DEPUTY, PUBLIC DEFENDER

Exam Number

A1011A

Filing Type

Open Continuous

Filing Start Date

07/15/2014

Salary Type

Monthly

Salary Minimum

\$9,094.31

Salary Maximum

\$13,764.98

Special Salary Information

Management Appraisal of Performance Plan (MAPP): This position is subject to the provisions of the Management Appraisal of Performance Plan (MAPP). Initial salary placement and subsequent salary adjustments will be made in accordance with MAPP guidelines and regulations.

Benefits Information**Non-Represented Employees**

• Cafeteria Benefit Plan • Contributory Defined Benefit Retirement Plan • Matched 401(k) Savings and Deferred Compensation & Thrift Plans • 11 Paid Holidays • 10 paid leave days and option to buy one to 20 more • 5/40 Work Schedule

Position/Program Information

Assists the Public Defender in the direction and management of the Department's support services, including Financial Management, Human Resources, Materials Management, Management Analysis and Information Systems.

Essential Job Functions

- Manages the Administrative Services Division operations by planning, organizing, directing, coordinating, controlling, and evaluating the work of the division, and ensures that the division services effectively support the lines of business (program needs) in achieving the mission of the department.
- Directs through subordinate managers responsible for the management of all functional areas within the Administrative Services Division (e.g. Human Resources, Management Services and Information Technology) by establishing